

Job Opportunity

Commission on Teacher Credentialing

Ensuring high quality educators for California's diverse students, schools and communities



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACE IN PUBLIC SERVANTS.

TEACHER PREPARATION ADMINISTRATOR I (Examinations and Research)

Salary:	\$6,361-\$7,734	Work Hours:	8:00 a.m. – 5:00 p.m.
Tenure/Timebase:	Permanent/Fulltime	Final Filing Date:	December 23, 2011
Contact:	Ashim Gardner (916) 324-3937 agardner@ctc.ca.gov	Office/Location:	Commission on Teacher Credentialing Professional Services Division 1900 Capitol Avenue Sacramento, CA 95811-4213

The Commission on Teacher Credentialing (CTC) is a **Special Funded** agency and is conveniently located in the downtown area near many popular restaurants, shops, public transportation, and affordable parking options. The purpose of the CTC is to ensure integrity and high quality in the preparation, conduct and professional growth of the educators who serve California's public schools. Its work shall reflect both statutory mandates that govern the Commission and research on professional practices.

DUTIES:

Under direction of the Director (CEA III), Professional Services Division, the Teacher Preparation Administrator I (Examinations and Research) is responsible for the following:

- **Management and Analysis of Current Examinations** – Monitors current examination contracts of the agency, responds to inquiries from the CTC, other divisions within the agency, other State agencies and other stakeholder groups regarding relevant data on the examinations and data on examinees. Develops and implements regular psychometric analyses of all examinations including job analyses, impact effects, and pass rate and other standard assessment analyses; makes regular reports and presentations to the CTC and the COA on these analyses, and makes appropriate recommendations regarding the implications of these data analyses to the CTC. Some travel will be required.
- **Policy Research** – Provides principal policy research on educator assessment. Conducts regular reviews of research literature, participates in professional organizations as appropriate, supervises work of examination staff in preparing technical reports on examinations reported to the CTC and, as appropriate, to other stakeholder groups, the Governor and the Legislature
- **Program Standards Development** – Oversees the development and ongoing modifications of program standards, and policy research related to program development and accountability.
- **Contracts** – Principal liaison to all contractors employed by the CTC, represents the CTC at meetings with current and potential contractors, supervises staff responses to complaints regarding the administration of CTC examinations, prepares reports regarding the performance of contractors, and apprises senior management and the CTC regarding contractor performance as needed.
- **Supervision** – Directly and through supervision of staff, plan, direct, review and evaluate the work activities of staff. Ensure that systems and procedures are in place and that deadlines are met; train, review and evaluate individual performance; provide or initiate work improvement counseling and training to correct performance deficiencies; initiate and recommend adverse action; assist with individual staff development efforts.

DESIRABLE QUALIFICATIONS:

- **Integrity** – consistently adheres to his/her duties to execute the mission and responsibilities of the CTC.
- **Expertise** – be a reliable source of accurate information.
- **Teamwork** – works collaboratively and in recognition of the contribution each makes to the common purpose.
- **Respect** – recognizes the validity of other points of view and treats others with civility.
- **Problem Solving** – strives to find practical and effective solutions to achieving desired goals.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

KNOWLEDGE AND ABILITIES

Knowledge of: Management and monitoring of examination contracts; data analyses; policy research; preparation of technical reports; development of program standards; development of Requests for Proposals (RFPs); supervision, training and evaluation of staff; preparation of reports, editing and presentation of agenda items.

Ability to: Work with large amounts of data; write and edit reports; communicate ideas to large groups of people; oversee the development and modification of projects.

CONDITIONS OF EMPLOYMENT: *Fingerprint Clearance is Required.*

WHO MAY APPLY:

Individuals who possess the desirable qualifications listed above, and are currently at the Teacher Preparation Administrator I (Examinations and Research) classification or who have list, transfer, or reinstatement eligibility to the above class may apply. Appointment is subject to the State restriction of Appointment (SROA).

IMPORTANT NOTE:

Interested applicants must submit a State Application form, STD 678 to the above address and contact person postmarked no later than the final filing date. Emailed or faxed applications will not be accepted. All applicants must clearly indicate the basis of their eligibility (*i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility*) and include RPA No. 12-034. The applications will be screened and only the most qualified applicants will be invited for an interview.